



# OUR LADY OF PERPETUAL HELP SCHOOL

2550 Camosun Street, Vancouver, BC V6R 3W6 www.olphbc.ca

## PARENT PARTICIPATION POLICY & HANDBOOK

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## **SECTION 1**

### **PHILOSOPHY**

The aim of Our Lady of Perpetual Help School is to assist parents in their role as the primary educators of their children. It is the responsibility of the entire community to share in the implementation of the vision, mission and goals of the School.

An important and fundamental aspect of our school is the Parent Participation Program, which provides opportunities for building community, providing financial support to the school, and supporting one another whilst working together for the benefit of our children. Parents are encouraged to participate in an active way to support both the school and parish and it is hoped that by observing their parents, students will have modeled for them the importance and value of community service.

### **PROGRAM OVERVIEW**

Parents whose children are accepted into the school are expected to participate in the various volunteer opportunities available. Families who participate in the program complete the required hours in lieu of the payment of the Non-Participation Fee.

### **PARTICIPATING FAMILIES**

Every family is required to contribute 40 volunteer hours for the school year, each 40-hour requirement is comprised of the following:

- 5 mandatory parking patrol shifts
- 2 mandatory hours at each of your child(ren)s grade event(s)
- The remainder of hours at your option

### **NON-PARTICIPATING FAMILIES**

We recognize that some families, due to a variety of circumstances, are unable to commit to fully participating in the Parent Participation Program. Those families that are unable to participate will be assessed a parent participation levy of \$1,000.00, to be withdrawn by direct debit.

### **RESPONSIBILITIES**

It is an expectation that all parents will be responsible for fulfilling their obligations with respect to the Parent Participation Program. Parents should perform their volunteer hours with a positive attitude as they contribute to the greater good of our community.

It is expected that parents will arrive on time for their assigned duties, carry out the tasks responsibly, and not leave until the duty has been fulfilled.

The Parent Participation Program is under the direction of the Parish Education Committee (PEC), a board of volunteers authorized by the Archdiocese to govern the operations and financial administration of the school. The total number of required hours per family as well as the number of hours for each participation opportunity will be determined by the Parish Education Committee.

The Parent Participation Committee, a sub-committee of the Parish Education Committee, is responsible for the monitoring program compliance.

For more information regarding parent participation please contact: [parentparticipation@olphbc.ca](mailto:parentparticipation@olphbc.ca)

## SECTION 2

### VOLUNTEER OPPORTUNITIES

There are many opportunities to become involved as a parent and fulfill your parent participation hours during the school year. Volunteers are highly encouraged to contribute their own particular skills and experience to a volunteer role for the benefit of the school and our community. Some examples: skills in trades (electrical, plumbing, accounting, baking, and fundraising)

To provide fairness for all, most coordinator and volunteer roles are assigned at the start of each year and it is not presumed that any parent will automatically retain the volunteer position they had the previous year. Below is a summary of some of the current parent participation opportunities:

Book Fair:	Set up, take down, restocking and sales at the annual Scholastic Book Fair.
Community Events:	Welcome Back BBQ, Open House, Senior’s Tea, Mother’s Day Mass, etc.
Concession:	Snack bar during sporting events
Drivers:	For class field trips and sports events.
Gardening:	Maintaining the school yard, up keep of the flower beds, raking leaves, and other light gardening work.
Gala Night:	Planning theme, ticket sales, set up, take down, decorations, silent auction, running games, assistance at the event, etc.
Harvest Fair:	Set up, take down, decorations, running booths.
Hot Lunch:	Distribution of lunches on Mondays, Wednesdays, Thursdays & Fridays: 11:30am - 1:00 pm
Library:	Shelve, catalogue, check in/out and cover books.
PEC Members:	PEC members are elected and appointed from the Parish to work with the Pastor and Principal to ensure the successful running of the school. Meetings are held once a month.
PEC sub-committee:	PEC members recruit sub-committee members to assist with various projects as needed (ie., technology, maintenance, etc.)
Room Parent:	Two volunteers per classroom to communicate between teacher and parents; collect money for teacher gift; plan grade events and help fill grade spots for assigned parking month.
Sports Day:	Activity stations, food distribution, set up, take down and transportation of equipment.
That’s Amore:	Planning, theme, decorating, selling tickets, set up, clean up.
Uniform Shop:	Sales of used uniforms, gym strip, ties and gym bags on Friday morning shifts 8:30 – 9:30 am and on Uniform Fit Day in June
Walkathon:	Walkers and crossing guards.
Yard Duty:	Supervise students in the schoolyard or school hallways during recesses: 8:30 – 9:00 am, 12:00 - 12:30 pm or 3:00 – 3:30 pm (Wed 2:00 – 2:30 pm)
Yearbook:	Designing pages, editing, administration and distribution of the yearbook
Website:	Maintain and keep school website current and up to date, assist with social media.

All NEW parent participation positions MUST be approved by the Parish Education Committee.

### GUIDELINES

Donation (in lieu of time)	\$25 = 1 PP hour <i>If families are unable to volunteer their time, they can pay \$25 in lieu of one hour. **This must be approved by Parent Participation Coordinator**</i>
Baking:	One cake = 1 PP hour Two dozen cookies = 1 PP hour Shortbread (two dozen) = 1 PP hour Regular Tarts (one dozen) = 1 PP hour Mini Tarts (two dozen) = 1 PP hour Fruit cake (one cake) = 2 PP hours Pies (one pie) = 1 PP hour Christmas loaves (one loaf) = 2 PP hours Large fruit/veggie platter (limit 3 per family/event) = 1 ½ PP hours Items must be homemade; no credit will be given for purchased merchandise. <b>**10-hour maximum per family for baking per event**</b>
Driving to field trips or game	Drivers are entitled to 1 PP hour for driving children (2 or more).
Coordinators:	Coordinators hours vary from role to role. <i>This is a two-year commitment, with a maximum of four-years.</i>
Gardening:	1 PP hour for every hour worked <i>Volunteers will only be credited their PP hours if they sign in at the beginning of the shift and sign out at the end of the shift</i>
Meeting Attendance:	Parents will receive 1 PP hour for attending <i>certain</i> school meetings (parking training, yard duty training, AGM, etc.). <i>Attending parking training does NOT count towards the mandatory 5 parking hours.</i>
Yard Duty:	Yard duty shift = 1 PP hour <i>Volunteers will only be credited 1 PP hour if they complete their full shift This is a full year commitment, and volunteers need to attend a yard duty training session at the beginning of the year, which qualifies as 1 PP hour.</i>
PEC Members	35 PP hours for the school year <i>This role is a two-year service commitment, with a maximum of four-years.</i>
Sub-committee Members	<i>PP hours are logged and approved by PEC members/Coordinators as needed.</i>
Parking Patrol	1 Parking shift = 1 PP hour <i>Volunteers will only be credited 1 PP hour if they complete their full shift Volunteers will need to attend a parking duty training session at the beginning of the year, which qualifies as 1 PP hour. <b>See Parent Parking Patrol Manual for more information.</b></i>
Room Parents	Room Parents will receive 35 PP hours for the school year. <i>This role is a one-year service commitment.</i>

### GRADE EVENTS

Junior Kindergarten	Harvest Fair Cake Walk Booth
Kindergarten	Staff Appreciation Day (with Grade1)
Grade 1	Staff Appreciation Day (with Kindergarten)
Grade 2	Harvest Fair Wheel of Surprise Booth & Grade 7 Leaving Dinner – Decorations
Grade 3	First Communion Reception – Food

Grade 4	First Communion Reception – Decorations
Grade 5	Confirmation Reception - Food and Decorations
Grade 6	Grade 7 Leaving Dinner – Decorations
Grade 7	Harvest Fair Booth & Reconciliation Reception

### DOUBLE HOURS

As outlined above, in most cases, 1 PP hour will be allocated per one-hour shift or duty. This is to ensure that important services for the school and parish are fulfilled throughout the year.

Double hours (i.e. 2 PP hours for a one-hour shift) are currently permitted at the following events:

1. Clean up after annual School Gala
2. Clean up after That’s Amore
3. Clean up after Grade 7 Leaving Dinner

Parent volunteers and event coordinators DO NOT have the authority to grant extra hours for shifts or duties. Only the Parish Education Committee (PEC) has the authority to approve double hours.

## SECTION 3

### FREQUENTLY ASKED QUESTIONS?

#### 1. How do you log hours?

OLPH School uses an online program OnVolunteers, to make it easy for parents to volunteer in the Parent Participation Program. Each family will have their own unique password protected portal, where they can sign up for tasks, log hours and communicate with Coordinators.

You can register for a new account and/or login to the parent portal website at:

<https://portal.onvolunteers.com/login.aspx?s=olph.yvr>

When you log in, you will see ‘Start Guide’ on the top right corner, next to your name. This guide has 4 short videos that will familiarize you with the volunteer portal. We recommend you watch at least the 1<sup>st</sup> video, the Introduction video. This video will show you how to personalize your password (which we strongly recommend you do, for security purposes).

The website is easy to navigate; you don’t need any technical knowledge. Along with the Start Guide, there are other videos in the ‘How-To’ area, link on the upper right inside your portal.

In case you forget your username and/or password, use the ‘Forgot your password’ function on the login page; enter the email address you registered with and the system will email you your username and password.

#### 2. Checking in/out on the school office iPad

You can check-in onto the Onvolunteers portal on the iPad in front of the school office.

1. Enter 4-digit pin and press ✓
2. Press Check in to start your job/duty.
3. Press **LOG OUT** \*\* Upon completion of job/duty \*\*
4. Enter 4-digit pin and press ✓
5. Press Check out
6. Press **LOG OUT** \*\*Make sure the screen returns to the PIN entry screen\*\*

### 3. [How to log ad hoc \(unassigned\) hours?](#)

An ad hoc task is an unplanned/unscheduled task that is not posted in the volunteer portal, and that in most cases has already been completed. Examples of ad hoc hours: driving to sports games, driving on class fieldtrips.

Ad hoc tasks allow you to submit that task and receive PP credit. Once your request has been submitted it will go to the parent participation coordinator for approval.

To submit ad hoc hours please follow the following steps:

- Login to your account
- Select activities
- Select Ad hoc
- Select Un-Scheduled Tasks
- Choose Activity from drop down menu
- Give detailed description with hours, volunteer role, etc.

### 4. [Who can earn volunteer hours?](#)

Only Parents/Legal Guardians can perform the work. You cannot hire someone to do the work for you, nor can you send other family members (unless a special request has been authorized by the PEC).

### 5. [Year-end volunteer hour cut off?](#)

End of May: All grades other than Grade 2 & Grade 6  
End of June: Grade 2 & Grade 6 ONLY (due to Grade 7 leaving dinner)

### 6. [Excess hours?](#)

Volunteer hours will only count towards the current school year, excess hours cannot be carried over to the following year. This ensures there is a balance of families volunteering through the year.

### 7. [Transferring hours?](#)

Volunteer hours are non-transferrable; a family cannot transfer their volunteer hours to another OLPH family.

### 8. [Late registrations?](#)

Families who register at the school after the school year has begun will have their required hours adjusted accordingly.

### 9. [Single parents/divorced Families?](#)

Each case will be handled on an individual basis depending on the circumstances.

### 10. [CISVA Employee?](#)

CISVA employees who have their children enrolled in CISVA schools are exempt from the Family Service program up to the percentage that they are employed. For example, a teacher working one day a week is 20% exempt from the program, two days = 40 %, three days = 60% etc.

### 11. [Junior Kindergarten Families?](#)

The JK program require parents to complete 20 hours of parent participation. JK families that **do not** have children enrolled in the main school receive priority over families that do for JK jobs. To sign up for the JK parent participation jobs please refer to the parent participation binder located in the JK classroom. Only families with children in the main school will be asked to log their hours on the PP portal.

#### 12. Volunteer Driver?

In accordance with CISVA policy, parents who wish to volunteer as drivers for the school must complete the CISVA volunteer driver authorization application and be approved by the Principal before they will be allowed to drive students other than their own children.

#### 13. Uncompleted hours?

Families that only complete a portion of the 40 hours requirement will be assessed a pro-rated levy (e.g. for a family who completes 20 hours, a \$500.00 levy will be assessed and will be withdrawn by direct debit).

Parking Patrol and Grade Event participation are mandatory. If you complete 40 hours, but do not fulfil these requirements, you will still be assessed a levy of \$50 per mandatory hour not completed.

#### 14. Penalties?

It is an expectation that all parents will be responsible for fulfilling their obligations with respect to the Parent Participation Program, if parents do not abide to the program the following steps will be taken:

- a. Volunteer hours will not count towards the 40 required hours
- b. A fine will be issued for \$25 per hour from parent participation coordinator
- c. A warning letter will be sent from the Principal/PEC, and each case will be handled on an individual basis depending on the circumstances

Examples of not abiding to the Parent Participation Program include the following:

- Not showing up on time
- Not staying for the duration of the shift
- Not attending parking/yard duty training
- Talking on cell phone whilst on parking/yard duty
- Having someone other than parent/guardian showing up for the shift

#### 15. Other?

If you have any questions, concerns or suggestions please contact [parentparticipation@olphbc.ca](mailto:parentparticipation@olphbc.ca).